

ISD NEWS AND VIEWS

A PUBLICATION OF THE INFORMATION CENTER BUREAU
MONTANA DEPARTMENT OF ADMINISTRATION

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HEADHEAD



MAINFRAME SECTION

SUBMITTING JOBS TO THE HOLD QUEUE

Please be aware that if you submit a job to the hold queue without scheduling the job, it will be released at the convenience of Computer Operations. Do not assume that the job will remain in the hold queue until you request it be released or release it yourself. If you would like to submit a job to the hold queue with the intentions of having it released at a specific time, please schedule the job with the Supervisor of Production Services (Dave Smith) providing specific instructions as to when the job should be released.

CPU TIME EXTENSIONS

If a job which is executing with a production op-code (55) uses all of its allotted CPU time, the operating system gives the computer operators the option of giving that job additional CPU time so that the job may complete. If the operator does not give the job additional time, the job will abend. It is ISD's policy that if a job runs out of CPU time, it will not be extended and, therefore, abend. However, if a job has been scheduled with the instructions that a particular individual is "on call" for that job, that individual will be called and the decision as to whether the time for that job be extended or not will be left to that person. If you have jobs which you think might exceed the CPU time limit, you should modify the JCL of those jobs to avoid having them abend unnecessarily.

If you have any questions concerning these policies, please contact Dave Smith at 444-2860.

MONEY SAVING MAINFRAME CLASSES

The Information Center has scheduled two free classes designed to help you get the most for your computer dollars spent on the mainframe.

The first class, "Money Saving Tips for the Mainframe" was last offered last October. Among the topics covered are:

- discount classes & times
- using free disk storage classes TEMPSTOR & SYSDA
- archiving tapes
- cheapest copy utilities
- blocksize selection for lowest cost
- routing job output to several devices
- saving compiles into loadlibs
- use of microfiche instead of printed output
- appropriate use of PC's instead of mainframe

A new class, "Survey of Mainframe Software" will give a general introduction to the programming tools available on our system and a comparison of the features of each which could make one a better choice than another for a particular application. Among the areas to be covered are:

- report writers
- utilities
- "conventional" programming languages
- database software

"Money Saving Tips" is scheduled for the afternoon of August 15 at 1:30 pm, "Survey of Mainframe Software" for the morning of September 8 at 9:00 am. Both classes will be held in Room 25, the ISD Education Center. To sign-up, call the Information Center at 444-2856.

MICROCOMPUTER SECTION

LOTUS 1-2-3 RELEASE 2.01

Lotus Development Corporation has made some technical changes to Release 2 of LOTUS 1-2-3. Because of these changes, a maintenance update release of LOTUS 1-2-3 (Version 2.01) has been announced.

Lotus 1-2-3 users who upgraded from Release 1A to Release 2.0 through the Information Center can upgrade from Release 2.0 to Release 2.01 through the Information Center.

Lotus 1-2-3 users who purchased Release 2.0 from Property and Supply can upgrade to Release 2.01 through Property and Supply.

If you have questions on this, call Ron Heilman at 444-2924.

*** FREE COMPUTER BASED TRAINING ***

To encourage use and stretch training funds, the Information Center has decided to eliminate charges for its Computer Based Training Lab. The lab is located in Room 24 of the Mitchell Building. The tutorials are either diskette or video-based. All are designed for individual study and self-pacing.

Tutorials available in the CBT lab include:

- Using Displaywrite 3
- Disk Operating System (DOS)
- Intro to Lotus 1-2-3
- Macro Programming & Advanced Lotus 1-2-3
- Typing Instructor
- Teach Yourself WordPerfect

"Teach Yourself WordPerfect" is the newest tutorial. Both introductory and advanced (columns, merges) topics are presented in the 2-diskette class. Assistance with the class and with WordPerfect is available through the Information Center. Call the Information Center at 444-2856 to reserve time.

LOCAL AREA NETWORKS

A local area network is a system for linking terminals, programs, storage, and graphic devices at multiple work stations over relatively small geographic areas for rapid communication.

Local area networks have many benefits including electronic mail, automated back-up procedures, the ability to share databases and pass large documents between several authors, and the ability to share printers. But using a LAN today, for example, requires rolling up your sleeves and getting your hands dirty. In many departments, the payoff in productivity possible through a LAN are well worth the headaches of installing and running a network. But the real key is what we'll call the office environment. Is the environment--existing manual procedures, attitudes of the staff, and the types of people who will be working with the system--suited to networking?

If people won't support the network and don't put in the extra effort to make it work, it won't matter whether you've got a 100-megabit-per-second cabling system with a five gigabyte hard disks, or cans tied together with string. Before assessing networks, judge the office environment involved. Are there a few enthusiastic users who can help everyone else over their fears? Can you get them involved without making them full time PC operators? How will you manage the transition from manual systems to computers? Who will be in charge of changing passwords, making sure data is backed up and installing printers?¹

For more information on Local Area Networks, contact Ron Heilman in the Information Center at 444-2924.

SURGE SENTRY SURGE PROTECTOR

Lately, a number of calls have been received concerning the "D" light on the Surge Sentry surge protector. The most common problem is that the light flickers on and off. Normally, the "D" light is steadily lit to indicate that the voltage of the incoming power is good. If the incoming power voltage drops below 60 to 70 volts, the light goes out and the Surge Sentry cuts off power to its outlets. After the power is good again, pushing the reset button on the top of the Surge Sentry will restore power to the outlets.

¹From the article ARE NETWORKS PRACTICAL? by Howard Charney in the July 1986 issue of Business Software, Volume 4, Number 7.

At first glance, the flickering "D" light seems to indicate that the incoming power is marginally bad, but not enough to cut off the power. Further research indicates that this is not the case. The problem appears to be in the circuitry that runs the light. This circuit is erroneously sensing a marginally low voltage when the voltage is good and thus causing the "D" light to flicker. There is a different voltage sensing circuit used to turn off the power and this circuit appears to be working correctly. In short, a flickering "D" light does not mean that protection is lost, though a short checkout might be in order.

QUICK CHECK OF SURGE SENTRY

<u>Action</u>	<u>Normal Indication</u>
Turn off all equipment attached to the Surge Sentry	All equipment power is off
Unplug Surge Sentry from the wall outlet	Both "S" and "D" lights out
Plug Surge Sentry into wall outlet	"S" light is on, "D" light stays off
While listening to Surge Sentry, press the reset button	A click is heard and the "D" light comes on

In the last step, if the "D" light was flickering before, it will probably still flicker when it comes on. If all of the normal indications are observed, the Surge Sentry dropout system is probably working fine. However, if the flickering "D" light deteriorates to a mostly off "D" light, it is recommended that the Surge Sentry be replaced.

If you have questions about surge protectors, radio frequency interference (RFI) filters, or uninterruptable power supplies (UPS), contact Brett McAlister at 444-2044.

GENERAL NEWS

INFORMATION CENTER ANNOUNCES NEW CLASSES

Two new classes will be offered by the Information Center in September.

Can anyone on the state's communication network of over 1200 devices sabotage important, confidential agency information? Are you sure you are doing all you can to prevent it? **"Information Security for Managers"** is designed to make managers more aware of the options available to them for protecting agency information and data from unauthorized access when it is stored on the mainframe computer system. This is an important issue in these days of white collar computer crime.

"Introduction to Displaywrite 3" is a new class for the growing numbers of people who are using IBM's microcomputer word processing software.

Both classes are taught by staff of the Information Center. Please refer to the Class Schedule for details or call Wendy at 444-2856.

INCREASING YOUR COMPUTER VOCABULARY

Microcomputer Terms

MEGABYTE

Literally 1,000,000 bytes because mega means a million but in computer terminology, it often refers to 1,048,576 bytes or 1024 by 1024 bytes because computers are based on the binary numbering system.

EDLIN

EDLIN is part of the Disk Operating System (DOS). It is a line-oriented text editor with its own set of abbreviated commands. EDLIN is a rudimentary word processor for creating and editing text files, particularly batch files.

BATCH FILES

A batch file is simply a text file that contains a list of commands. Each command could be typed and executed individually on the operating system command line. Batch files can be used to execute one or more DOS instructions sequentially. Batch files always have the .BAT file name extension and can be created using the EDLIN line editor. A special batch file called AUTOEXEC.BAT automatically executes (if it exists) whenever DOS is booted.

Mainframe Terms

BATCH SYSTEM

An application system that relies on a source document (form) to be completed and the data entry keying of the information contained on the source document to update the computer files. Batch system processing normally requires at least overnight turnaround before the information is placed into a computer file. A request for information requires that a program run be requested and a minimum of a 1 hour wait for the printed results. Contrast with online system.

ONLINE SYSTEM

A system that relies on the use of a terminal to receive and send output. Normally, data is entered directly into the computer files from the terminal and computer files updates instantaneously.

TRAINING SCHEDULE

MAINFRAME COURSES

BASIC TERMINAL SKILLS: presented by Wendy Wheeler of the
Information Center

DATE: September 26, 1986
TIME: 8:30 a.m. to 4:00 p.m.
PLACE: ISD Education Center, Room 14,
Mitchell Building
COST: \$50.00
LIMIT: 8
PREREQUISITE: 3270nd (interactive class on terminal
operation)
CANCELLATION DATE: September 19, 1986

BASIC TERMINAL SKILLS is a hands-on workshop to provide experience using computer terminals and the SPF editor. The SPF editor is an easy-to-learn menu used to enter data and programs into the State of Montana central computer system. Entering data, changing data and submitting programs for execution are covered in detail. Also covered are SPF's utility functions and how to track job output.

This course is essential for state government personnel using terminals tied into the State of Montana central computer. This course is a prerequisite for many other ISD classes.

CULPRIT FOR PROGRAMMERS: presented by Randy Holm of the
Information Center

DATE: September 3, 4, 5, and
September 9, 10, 11 (6 days)
TIME: 8:30 am to 4:30 pm each day
PLACE: Room 25, Mitchell Building
COST: \$250.00
LIMIT: 10
PREREQUISITE: Programming experience, Basic
Terminal Skills (SPF), JCL helpful
CANCELLATION DATE: August 26, 1986

This class is designed for those with programming experience who plan to generate reports from existing databases or standard files. CULPRIT programming will be taught using lecture, videos and programming exercises. Manuals are included in the class fee.

*** *** NEW CLASS *** ***

INFORMATION SECURITY FOR MANAGERS: presented by Randy Holm
of the Information Center

DATE: September 25, 1986
TIME: 9:00 am to 11:30 am
PLACE: Room 25, Mitchell Building
COST: \$10.00
LIMIT: 15
PREREQUISITE: manager
CANCELLATION DATE: September 18, 1986

This class is designed for managers who have responsibility for storage of and access to agency information on the state's mainframe computer system. It will familiarize managers with the features of ISD's security software that can help managers protect or limit access to vulnerable data stored on tape or disk. With this knowledge, managers can work with agency security officers to ensure that adequate protection measures are in place.

MICROCOMPUTER CLASSES

BEGINNING MICROCOMPUTER SKILLS: presented by the staff of
the Information Center

DATE: September 15, 1986
-or-
September 16, 1986
TIME: 8:15 a.m. to 4:30 p.m.
PLACE: Room 25, Mitchell Building
COST: \$50.00
LIMIT: 10
PREREQUISITE: None
CANCELLATION DATE: September 8, 1986

This course will give participants brief hands-on experience with microcomputers. Topics to be covered:

- The machine
- The operating system
- Word processing
- Spreadsheets and graphics
- File management
- Communications

All class time will be spent using microcomputers and software. The participant will learn what microcomputers can do and how to approach them with a positive attitude. This course or its equivalent is a prerequisite for other microcomputer courses.

FUNDAMENTALS OF DOS: presented by Sheila Morasko of the
Information Center

DATE: August 20, 1986
TIME: 8:30 am to 4:30 pm
PLACE: ISD Education Center, Mitchell
Building
COST: \$75.00
LIMIT: 10
PREREQUISITE: Beginning Micro Skills and/or 3
months micro experience
CANCELLATION DATE: August 14, 1986

FUNDAMENTALS OF DOS is intended for microcomputer users who need to know more about controlling their microcomputer through its operating system. This is an introductory course and programming experience is NOT required.

Topics to be covered include:

- What is DOS? Why is it necessary to know about it?
- DOS names for peripherals
- File naming
- Special files like CONFIG.SYS
- Internal commands - DIR, ERASE, RENAME, TYPE, COPY and their variations
- External commands - FORMAT, SYS, DISKCOPY, CHKDSK, MODE
- How to interpret batch files
- Backup procedures

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WORD PROCESSING CLASSES

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INTRODUCTION TO WORDPERFECT: presented by Brett McAlister
of the Information Center

DATE: August 18 and August 19, 1986
TIME: 8:30 am to 3:00 pm on August 18 and
8:30 am to noon on August 19
PLACE: Room 25, Mitchell Building
COST: \$75.00
LIMIT: 10
PREREQUISITE: Beginning Microcomputer Skills
CANCELLATION DATE: August 11, 1986

This course is intended for anyone interested in learning the basics of WordPerfect. This class will concentrate on text creation, use of function keys, editing, formatting, printing, filing, and retrieving documents. Merging documents, macro creation, block functions and use of the spell checker are also covered. An advanced class for WordPerfect is also available.

ADVANCED FEATURES OF WORDPERFECT: presented by Sheila
Morasko of the Information Center

DATE: September 22 and 23, 1986
TIME: 8:30 a.m. to 3:00 p.m. on September 22
8:30 a.m. to 12:00 noon on September
23
PLACE: Room 25, Mitchell Building
COST: \$75.00
LIMIT: 10
PREREQUISITE: Beginning Microcomputer Skills and
Introduction to WordPerfect
CANCELLATION DATE: September 15, 1986

For those already using WordPerfect, the advanced class will cover headers, footers, footnotes, page numbering and column generation. WordPerfect's math functions, sorting capabilities and dual document editing are also covered.

*** *** NEW CLASS *** ***

INTRODUCTION TO DISPLAYWRITE 3: presented by Brett McAlister
of the Information Center

DATE: September 24, 1986
TIME: 8:30 am to 4:30 pm
PLACE: Room 25, Mitchell Building
COST: \$50.00
LIMIT: 10
PREREQUISITE: Beginning Microcomputer Skills or
equivalent
CANCELLATION DATE: September 17, 1986

Displaywrite 3 is IBM's microcomputer word processing package. This course will introduce the professional to DW3's comprehensive menu structure, cover the basics of creating, revising, paginating and printing documents.

An advanced, special topics class is also available for Displaywrite3.

DISPLAYWRITE 3 - SPECIAL TOPICS: presented by Sheila Morasko
of the Information Center

DATE: August 21, 1986
TIME: 9:00 a.m. to noon
PLACE: Room 25, Mitchell Building
COST: \$25.00
LIMIT: 8
PREREQUISITE: Beginning Microcomputer Skills
CANCELLATION DATE: August 14, 1986

This course is intended for those already using Displaywrite 3 on a microcomputer for word processing. The special topics class is designed to present tips, shortcuts and advanced features of the package. This class will cover Keystroke Programming for reusing a series of keystrokes and Pagination. There will also be some time for answering specific problem questions.

If possible, please bring your Displaywrite software with you to class. This class is also available for those using Displaywrite 2.

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LOTUS 1-2-3 CLASSES

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INTRODUCTION TO LOTUS 1-2-3: presented by Wendy Wheeler of
the Information Center

DATE: September 29 and 30, 1986
TIME: 8:30 am to 3:30 pm on the first day
8:30 am to 12:00 noon on the second
day
PLACE: Room 25, Mitchell Building
COST: \$75.00
LIMIT: 10
PREREQUISITE: Beginning Microcomputer Skills
CANCELLATION DATE: August 6, 1986 or September 10, 1986

This course is designed for anyone with little or no previous 1-2-3 or microcomputing experience. INTRODUCTION TO LOTUS 1-2-3 will concentrate on 1-2-3 spreadsheet design and commands and the creation of graphics. Printing spreadsheets and graphs is also covered. The more advanced features such as macro programming and database commands are covered in the advanced course.

Class format consists of lecture and hands-on practice followed by lab time on actual agency spreadsheets for further experience.

ADVANCED FEATURES OF LOTUS 1-2-3: presented by Ron Heilman
of the Information Center

DATE: August 26 and August 27, 1986
TIME: 8:30 am to 4:30 pm on August 26
LAB 1: 8:30 am to 12 noon on August
26
LAB 2: 1:00 pm to 4:30 pm on August
27
PLACE: Room 25, Mitchell Building
COST: \$75.00
LIMIT: 10
PREREQUISITE: Introduction to Lotus 1-2-3 and
Beginning Microcomputer Skills
CANCELLATION DATE: August 19, 1986

This course is designed for anyone who is using 1-2-3 for basic spreadsheet work. Features not covered in the introductory class will be included (e.g. protection status, range names, combining files, etc). Advanced features such as macro programming, one and two-way sensitivity analysis tables and database commands will be covered in detail. Class consists of lecture, hands-on practice, lab work or question and answer period if time permits.

MACRO PROGRAMMING WITH LOTUS 1-2-3: presented by Wendy
Wheeler of the Information Center

DATE: August 15, 1986
TIME: 8:30 am to noon
PLACE: ISD Education Center
COST: \$35.00
LIMIT: 10
PREREQUISITE: Intro to Lotus or equivalent
experience
CANCELLATION DATE: August 8, 1986

The macro programming capabilities of 1-2-3 can help you automate 1-2-3 tasks, saving time and keystrokes. A macro is a sequence of keystrokes and commands stored in your worksheet for execution when desired.

This class is for 1-2-3 users who have no previous macro experience. Through lecture, video and hands-on practice, participants will learn to write and document timesaving macros.

ISD ENROLLMENT APPLICATION
(FOR ALL COURSES)

PLEASE COMPLETE THE FOLLOWING APPLICATION AND RETURN
TO INFORMATION SERVICES DIVISION

COURSE: _____

DATE: _____

STUDENT: _____

AGENCY/DIVISION: _____

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PHONE: _____

ISD BILLING NUMBER: _____

SOC SEC NO (FOR P/P/P): _____

AUTHORIZED SIGNATURE: _____

HAVE YOU MET THE PREREQUISITES FOR THIS COURSE? PLEASE
EXPLAIN GIVING JOB EXPERIENCE OR CLASS WHEN APPLICABLE

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Editor: Teri Lundberg
